

SENIOR ANALYST/SYSTEMS

DISTINGUISHING FEATURES

The fundamental reason the Sr. Analyst/Systems position exists is to provide technical and complex tasks associated with the installation and maintenance of system control software that runs on enterprise-wide platforms. Work is performed under general supervision of the Applications Development Director.

ESSENTIAL FUNCTIONS:

Assists with the installation and maintenance of operating system software for platforms that include, but are not limited to, the Unisys Clearpath. Also provides site configuration and administration for assigned software products.

Consults with the vendor and with City staff when problems are caused by system software and directs corrective actions to assure a satisfactory resolution.

Designs, develops and maintains system utilities to assist the programming staff in the performance of their assigned tasks.

Analyzes system performance and resource utilization. Makes recommendations when reconfiguration/upgrade of the hardware environment is necessary to support existing or new applications. Identifies and resolves bottlenecks that compromise efficient usage of system resources.

Provides technical direction to the Computer Operations staff for proper use of all operating system software, including console commands, run scheduling and recovery procedures.

Develops and manages software to produce confidential reports which identify potential violations of the City's administrative guideline for Internet usage.

Produces various management reports as required to identify usage trends.

Maintains effective communication with a diverse group of people. Communicates with users to resolve concerns and recommend alternatives.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Research methods and techniques.

Information technology systems design and programming.

Design specification development.

Data communications security and privacy techniques.

Principles of business system analysis, including the analysis of procedures, equipment, and methods.

Forms design and report design.

I.S. processes, regulations, codes, ordinances and terminology.

Thorough working knowledge of MS Windows, UNIX, and TCP/IP network environments.

Ability to:

Analyze, interpret, and present research findings.
Analyze specifications and instructions to develop appropriate systems and programs.
Prepare design specifications.
Conceive a variety of solutions to functional problems and to reduce abstract ideas to easily understood procedures.
Understand database organization access and retrieval technique.
Debug new and existing programs.

Education & Experience

Requires a Bachelor's degree in Computer Science or a related field and minimum of five years of recent experience in a Unisys Clearpath and/or mainframe work environment.

FLSA Status: Exempt

HR Ordinance Status: Unclassified